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Contract Section
Report for week ended 20 May 1953

Executed Cases

Procurement Officer	Contract Documents	Actual Cost	Other Documents
25X1A5	1 7 1 - - - 2 3 <u>14</u>	\$ 29,973 19,931 17,800 - - - 27,461 - <u>\$ 95,165</u>	1 1 - - - - - <u>3</u> <u>15</u>

Business Pending End of Period

Status by individual Procurement Officer of Contract documents pending

Status Code	Total	No add'l action by Proc. Officers			Total	Grand Total	Est Value	Other Doc'mts
		F-1	F-2	F-3				
3 7 3 - 1	14	-	-	-	-	14	\$ 177,155	13
- 2 - 6 -	8	4	4	-	8	16	121,111	5
1 3 15 2 -	21	4	8	4	16	37	247,576	4
- 12 3 1 -	16	2	3	-	5	21	307,108	5
1 1 4 - 4	10	3	-	-	3	13	1,503,628	-
19 - - - -	19	-	6	1	7	26	520,332	3
6 1 - 4 1	12	1	2	-	3	15	385,646	-
- 4 3 2 2	11	6	5	1	12	23	795,490	1
- 7 - - 1	8	-	-	2	2	10	-	14
<u>30</u> <u>37</u> <u>28</u> <u>15</u> <u>9</u>	<u>119</u>	<u>20</u>	<u>28</u>	<u>8</u>	<u>56</u>	<u>175</u>	<u>\$ 4,058,046</u>	<u>45</u>

- A. No Action 30
- B. Pending receipt of more detailed information 37
- C. Pending bid opening and awards 28
- D. Negotiations Underway 15
- E. Pending drafting of contractual documents 9
- F. No further action required by Proc. Officers 119
 - 1. Pending typing and mailing to Contractor 20
 - 2. Pending signature of Contractor 28
 - 3. Pending final clearance and signature by Con Off. 8

Note: 32 actual requisitions and 47 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 79 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 60.

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25X1A5a1

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PURCHASE SECTION REPORT
For Week Ended 20 May 1953

Requisitions

Balance pending end of previous week	262
Received during week	<u>232</u>
	494
Completed during week	235
Balance pending end of week	<u>259</u>

Purchase Orders Issued

233 \$51,106.31

Backlog of Typing

Purchase Orders	78
Correspondence	5
Invitations to Bid	17
Bills of Lading	0
Total	<u>100</u>

Status of Pending Requisitions*

A. Without Action

Held less than 15 days	97	\$45,709.50
Held more than 15 days	0	-0-
Total	<u>97</u>	<u>\$45,709.50</u>

B. With Action

Pending Information from Requisitioning Office

Held less than 30 days	13	\$3,410.70
Held more than 30 days	1	150.00
Total	<u>14</u>	<u>\$3,560.70</u>

Pending receipt or Opening of Bids

Held less than 30 days	77	\$21,655.00
Held more than 30 days	0	-0-
Total	<u>77</u>	<u>\$21,655.00</u>

Pending Clearance from GPO and/or GSA

Held less than 30 days	5	\$1,250.00
Held more than 30 days	0	-0-
Total	<u>5</u>	<u>\$1,250.00</u>

Pending Completion of Service and/or Billing

Held less than 30 days	66	\$1,375.20
Held more than 30 days	0	-0-
Total	<u>66</u>	<u>\$1,375.20</u>

Total With Action

162 \$27,840.90

C. Total Pending Requisitions

259 \$73,550.40

D. Total Hours of Overtime during the Past Week: 24

*Details for each Purchasing Agent are in Purchase Section.
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